



# CROWN Memorandum

Memo Number: 02-0027-GN

TO: ESRD Executive Directors, ESRD Data Managers, Regional Project Officers  
FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management  
Information Systems Group, OCSQ  
DATE: November 21, 2002  
SUBJECT: Guidelines for Network Physical Moves

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This memo is to establish guidelines for Networks that are planning a physical move. Effective immediately any Network that is planning a physical move must notify their CMS Regional Office Project Officer as well as the QualityNet Help Desk **60 days** prior to the move. The following actions are to take place when planning and preparing for a move:

1. 60 Days Prior to Move contact the Quality Net Help Desk with the following information:
  - Company Name
  - Street Address
  - Secondary Street Address
  - Bldg/Unit
  - Floor
  - Room
  - City
  - State
  - Zip
  - Switch Board Phone
  - Primary Contact Phone
  - Secondary Contact Phone
  - Site Fax
2. To prepare for the actual move the Networks shall perform the following tasks for the File Servers:
  - Two (2) Verified Backups Prior to move on all servers.
  - Power down the system.

- Completely label and diagram how the cables are connected into all of the equipment. (It is the Network's responsibility to re-connect everything once the move is completed)
  - Securely package and protect all equipment.
3. Day before scheduled move, notify help desk when you will be taking the servers down.
  4. After the move, notify the help desk when the servers are back up and running.

NOTE: Any and all costs associated with this move are the responsibility of the ESRD Network.

The QualityNet Help Desk will be responsible for notifying Buccaneer Computer Systems & Service, Inc. to coordinate connectivity issues. The 60-day requirement is to ensure that your T-1 circuit will be moved on time. This will ensure that the Networks have the appropriate connectivity to their local server as well as the SIMS Central Repository (CR). This will also ensure that the Network can replicate data to the SIMS CR as your contract stipulates.

If you have any questions or concerns please contact the Quality Net Help Desk at 1-866-288-8912.